

# ELECTRICITY OVERSIGHT BOARD

**CLASSIFICATION:** Associate Information Systems Analyst (Specialist)

**SALARY:** \$4,316-\$5,247

**TENURE/TIME BASE:** Permanent/Full Time

**LOCATION:** California Electricity Oversight Board  
770 "L" Street, Suite 1250  
Sacramento, California 95814

**FINAL FILING DATE:** Until Filled

Under general administrative supervision of the Assistant Executive Director, and lead technical authority of the Senior Information System Analyst, the incumbent performs a variety of tasks in connection with the analysis, development, installation, implementation, procurement, or support of information technology systems.

**DUTIES/RESPONSIBILITIES:** Manipulate, Process, and Report Data; analyze and review current data acquisition methods and data storage; assist staff with developing standards for data acquisition; improve storage and retention methods; write documentation for data sources and uses; and administer the SQL Server.

Desktop Duties: Maintain standard software including Windows and Microsoft desktop, and MS Office; load and unload software and hardware. Troubleshoot all desktop hardware and software-related problems; revise and update desktop operating policies and procedures. Provide assistance to staff for remote computing from home or during travel. Recommend to management appropriate software and hardware purchases; complete feasibility studies of average complexity and narrow scope, obtain price quotes, and complete requisition orders.

Website Duties: Maintain the EOB website; troubleshoot customer issues, post documents, create new pages, update links, review content, monitor forum and polls, and respond to queries and complaints.

Administration: Purchase, install, configure, troubleshoot printers, scanners, copiers, and fax machines. Oversee the input of all purchases and help requests into a tracking software package, tag all equipment, and inventory all equipment and software licenses. Respond to the EOB Information Security Officer and assist with responsibilities and assignments.

**DESIRABLE EXPERIENCE/QUALIFICATIONS:** The successful applicant should have:

- The ability to reason logically and creatively and utilize a variety of analytical techniques to resolve problems.
- The ability to analyze written and statistical data and draw logical conclusions.
- Excellent communication skills.
- Strong analytical, inter-personal, and computer skills.
- Good organizational skills and the ability to work well under pressure and in a team environment and meet multiple deadlines.
- SQL 7 knowledge a bonus.

- Experience with Microsoft products including desktop operating systems such as Windows 98 and Windows 2000 and software applications such as Word, Excel and PowerPoint
- Advanced expertise with Microsoft Access 2000 including the ability to create pivot, cross tab, and summary tables and run complex queries, joins, and reports.

**WHO SHOULD APPLY:** All interested eligible persons are encouraged to apply. Applicants must have either transfer, list, reinstatement or SROA/Surplus eligibility. **Applicant must clearly indicate basis of their eligibility, including SROA, surplus, reemployment status, or list eligibility in Box #1 on the State Application.** Applications will be screened for experience and only the most qualified will be contacted for an interview.

**NOTE:** Interested individuals, including list eligible, must submit the application to be received by the final filing date in order to be considered for this position.

INTERESTED APPLICANTS SHOULD SUBMIT A COMPLETED STANDARD STATE APPLICATION (FORM STD. 678) TO:

Sharon Howell, Personnel Analyst  
Electricity Oversight Board  
770 "L" Street, Suite 1250  
Sacramento, CA 95814

For additional information, please call (916) 322-8601, CALNET 453-8601.

**DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD**